December 31, 1996

Mark Young
NY Metro Region

To: **Greg Brown**
Mark Gambardella
Tony Addessi
Lee Maney
Greg Mitchell
Steve Grossberg
George Moulton
Nick Kuruc

Subject: **1997 Manpower / New York Metro Region**

Gentlemen,

Listed below is a topline summary of the region's 1997 staffing requirements for Sales and Retail Assignments:

	Current	1997 Authorized
* *Sales / Territory Assignments:*	*68*	*66 (-2)*
Special Initiative MNL:	*3*	*0 (-3)*
GTC headcount:	*1(never filled)*	*0 (-1)*
Retail Representatives:	*41*	*41 (n/c)*
Region Total:	*72*	*66 (-6)*

* *Open Account Mgr. position will not be filled in the NY Chain Division. We will evaluate the current number of accounts per Account Mgr. and adjust as necessary (offload to SR/TR).*

As you can see, with the new standards of 9 calls per day for the SR/TR and 7 1/2 calls per day for the Retail Representatives, there will be only minor adjustments necessary to get the region set for the new adjusted headcount numbers.

Manpower / Action Plans:

- ❑ Nassau: Reduction of one Sales Assignment / add one Retail Rep Assignment
- ❑ Reduction of one Sales Assignment in the two NJ Divisions (50% from Jersey City and 50% from North Jersey).
- ❑ Reduction of one Retail Representative Assignment in Manhattan. This headcount will be used as the addition to Nassau.

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- Manhattan should fill the current Sales/Territory vacancy with an existing Moonlight Representative. The one remaining Moonlight Rep will be carried as a "Long Headcount" until a position in the region becomes available. Since Moonlight is no longer funding this position, Tony can change the accountability from MNL to Territory Representative ..... until a permanent assignment opens.
- The last step will involve the four Retail Operations and evaluating the the true manpower needs as outlined in the company frequency model. This will put everyone on the same playing field. At this point we will determine if any other adjustments need to be made. Mike McHugh will be explaining the new frequency guidelines to everyone in the future.

With our current headcount, we're at 67 sales people ..... only one over our 1997 plan. As you can see, we can easily get to number well in advance of the April 1997 company target date. For those Division Managers that have been waiting to realign or change assignments, you can now do whatever is necessary.

Sincerely,
Mark Young

cc: O'Rourke / McHugh

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